



**JANUARY 10, 2012**

**HUMAN RESOURCE ASSISTANT**  
**CMH12-002**

Kalamazoo Community Mental Health & Substance Abuse Services is seeking a Human Resource Assistant who has experience working with individuals of diverse racial, ethnic and cultural backgrounds to support the development and on-going operations of the Human Resources Department, by providing efficient administrative support and employment application/new hire processing. The successful candidate will have experience working with employee orientation; employment/new hire processes, salary surveys and maintaining department documentation and records in an orderly fashion. Bachelor's degree in Human Resources or related field and one year human resource related experience or equivalent combination of training and experience is required. The position also requires computer proficiency in Microsoft 2007 products and excellent communication skills. Starting salary range is \$30,200 - \$33,600. Send, fax, or e-mail resume to: HR Generalist, KCMHSAS, 1<sup>st</sup> wing, 4<sup>th</sup> floor, 3299 Gull Road, P.O. Box 63, Nazareth, MI 49074, Fax: (269)-553-8012, [hr@kazooocmh.org](mailto:hr@kazooocmh.org). Refer to job number CMH12-002 when inquiring.

We also offer competitive fringe benefits, including medical, vision and dental insurance; disability and workers compensation insurance; paid holidays, annual leave, sick leave, continuing education, retirement plan and Deferred Compensation Plan. KCMHSAS is an equal opportunity employer that encourages diversity and inclusion among its workforce. We strive to empower people to succeed.